



MURFREESBORO WATER RESOURCES DEPARTMENT

Business Service Request

Besides visiting the office to establish service, you can fax this completed form along with a clear copy of your **valid driver's license** to 615-907-2254 or mail it to P.O. Box 897, Murfreesboro TN 37133-0897. Orders received before 3:00 PM (CST) can usually be performed the same day.

Business Legal Name (As listed on Tax ID Form. Accounts can only have one name.)	
Business Tax ID Number	
If Tax Exempt Business	Attach active tax exemption certificate to application.
Service Address (If multiple please attach the list.)	
Mailing Address (If different from service address.)	
*Name of Agent Requesting Service	
Email Address	
Contact Phone Number	
Desired date for service to begin	
Enroll Into Help To Others Program?	If Yes, add __\$1 __\$2 __\$5 __\$10 \$__Other to monthly bills. Signature/Date is required here:
Remarks / Notes	

*** The request should bear the name signed & printed, of the authorized agent to initiate liability on behalf of the company/business. Attach a legible copy of the driver's license of the person initiating the request. For corporate requests, only, a company id with the person's face is an acceptable alternative to the driver's license. Consider submitting a TN Open Records Data Release Authorization Form for agents/people you want to have access to detailed account information.**

There is no deposit required; however, there is a **\$40 non-refundable service fee** for all new or transfer of service requests. This fee will be displayed on your first bill, but can be paid prior to that date. Your liability for service at this address will continue to incur while the account is in non-payment management status, independent of water usage, until the account is terminated, indicated by Final Bill. **Please contact our office to provide that date and a forwarding address for final bill delivery.** LINK is a web based customer service tool giving customer's access to their usage, bills and allows payments 365 days a year 24 hours a day. Enroll after receiving your first bill. For additional important customer information, forms, programs and tools visit www.murfreesborotn.gov/mwsd.

Signature	
Print Name	

Murfreesboro Water Resource Department
300 NW Broad Street
Murfreesboro, TN 37130
615-848-3209 (Office & IVR)
www.murfreesborotn.gov